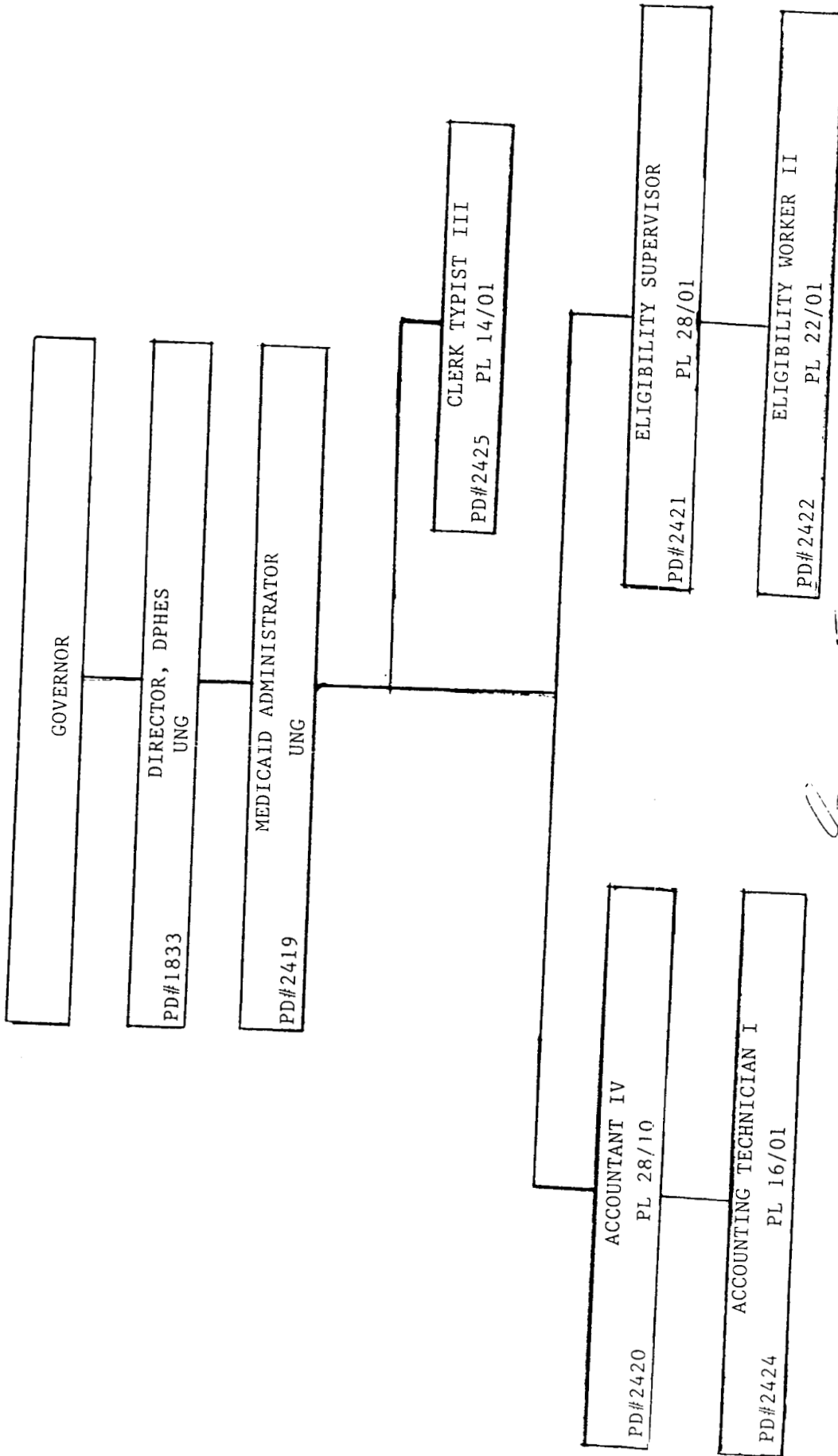


GOVERNMENT OF THE NORTHERN MARIANA ISLANDS
DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENTAL SERVICES (DPHES)

MEDICAID DIVISION

PERSONNEL CHART



APPROVED *[Signature]* Date *12/17/90*

Medicaid Administrator

[Signature] Date *12/17/90*

Director, DPHES

Authority

STATE Commonwealth of the Northern Mariana IslandsORGANIZATION AND FUNCTION OF MEDICAL ASSISTANCE UNIT

The Organization of the Medicaid Division is established by the authority of P.L. 1-8, establishing the Organization of the Executive Branch of the Commonwealth of the Northern Mariana Islands; Chapter 12, Section 3, Part (d).

- The Department of Public Health and Environmental Services is empowered to establish and administer the Medicaid program.
- The Medicaid Division, one of the six divisions under the Office of the Director of Public Health and Environmental Services, is responsible for the administration and implementation of the Approved Medicaid Plan under the waiver authority. The following describes the positions of personnel who are involved in the administration of the program.
 - a) Administrator: is responsible to the Director for the day to day supervision and administration of the medical assistance for program. Reviews program requirements and develops policies and procedures.
 - b) Accountant IV: is responsible for the supervision of the financial Management maintenance of statistical data, and preparation of quarterly reports (HCFA 25s, 64s and the PMS 270).
 - c) Eligibility Supervisor: is responsible for the supervision of the intake of application, verification of information, timely determination of eligibility, maintenance and safeguard of applicant/recipient records, and the development of statistical data on enrollees/recipients.
 - d) Eligibility Worker II: is responsible for the intake, verification, and determination of initial and continuing eligibility under the Medicaid program. Processes and types eligibility documents, and maintains and safeguards applicant/recipient confidentiality.
 - e) Accounting Technician I: is responsible for the verification of eligibility, review of billings to ensure that services are covered under the plan, records financial expenditures, reconciles accounts and follows up the processing of payments with the Department of Finance.
 - f) Clerk Typist III: is responsible for the typing of memorandas, letters, eligibility cards and other related activities, files documents, orders supplies and materials, prepares time and attendance reports, receives and logs incoming and outgoing correspondence and ensures proper routing for action.

→ of the program, including review of billings, claims processing,

Amendment #90-1Approved 3/26/91Effective 1/01/91

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203/27/91